

## Instructions to Complete the Affidavit to Give Credit for Support form.

This affidavit allows you to do two things as numbered below: 1. give credit to (NCP Name) for payments made directly to you, **or**; 2. forgive (credit) a portion or all of the support debt owed to you. Debts owed to the State of Idaho cannot be forgiven.

1. To give credit for monthly payments made directly to you complete the Calendar of Payments as follows:

- Enter the year the payment was received.
- Enter the payment amount you received directly from (NCP Name) in the month you received it. **(Do not include payments processed through Idaho Child Support)**
- Enter the yearly totals of the paid/credit columns.

Then go to page 4 and:

- Add the yearly totals of the paid/credit columns and enter the total amount on line #1.
- Enter the amount owed to you after the credit is given on line #3.

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### OR

2. To forgive a portion or all of the child support debt owed to you complete the last page. DO NOT complete the Calendar of Payments. Complete the last page as follows:

- Enter the total amount of debt you want to forgive (credit) the obligor on line #2.
- Enter the amount owed to you after the credit is given on line #3.

**You must sign the affidavit in the presence of a notary.** Return the affidavit to your local child support office and we will make the adjustments to the debt according to this affidavit. Notaries are present in all of our Child Support Offices. **You will need to present your photo identification to the Notary at the time you sign this document.**

If you have any questions or concerns please contact Child Support Customer Service at 1-800-356-9868.